

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 8, 2019 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, C. Haggard, J. Bergin, T. Pinion, Dana Sechler, M. Hardy, L. Laux, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of September 21, 2019 & September 24, 2019.

Moved by Ellington, seconded by Alt and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS *(None Scheduled)*

PUBLIC HEARINGS *(None Scheduled)*

PUBLIC INVITED TO SPEAK

Kilton Holmes spoke in favor of hiring Kennie Downing.

MAYOR'S BUSINESS – None.

CONSENT AGENDA

Resolution No. 19-97

THAT the Accounts Payable, in the amount of \$ 523,839.73 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-98

THAT the City Clerk be authorized to issue the following Picnic Licenses:

- Downtown Baraboo, 11-22-2019
- Friends of the Baraboo Zoo, 10-10-2019

Resolution No. 19-99

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Kristin Calkins, Baraboo Burger Company (New)
- Heather Statz, Baraboo Burger Company (New)
- Brandy Storandt, Bumps Bar (New)
- Alyssa Lokken, Bumps Bar (New)
- Matthew Knapton, Baraboo Burger Company (New)
- Rhiannon Wilks, Thunderbird Lanes (New)
- James Greenwood, Al Ringling Theatre (New)
- Donna Zant, Casey's (New)
- Megan Miller, Baraboo Burger Company (Renewal)

- Lnysey Ragenoski, Baraboo Burger Company (Renewal)
- Jami Olson, United Cooperative (Renewal)
- Emily Edge, Rogues & Ruffians Renaissance Faire (Temp)
- Richard Tullis, Rogues & Ruffians Renaissance Faire (Temp)
- Samantha Brunker, Wine Walk (Temp)
- Tiffany Opperman, Wine Walk (Temp)
- Elizabeth Hansen, Wine Walk (Temp)
- Amy Millie, Wine Walk (Temp)
- Karmen Lindner, Wine Walk (Temp)

Moved by Petty, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Sloan and carried unanimously to approve the 2nd reading of **Ordinance No. 2530** approving the PUD (Planned Unit Development) for Karla and Josh Reinhardt to convert property formerly D&S Dental Lab to a Family Day Care Center located at 1208 9th Street.

Moved by Wedekind, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2531** creating Ordinance §7.09(20)(a)(1) relating to a parking restriction in the Municipal Parking Lot located on the southeast corner of 5th Avenue and Birch Street.

Moved by Alt, seconded by Ellington and carried unanimously to approve the 2nd reading of **Ordinance No. 2532** revising Ordinance §7.02(2)(b)2 to provide for no parking any time on the north side of 9th Avenue between Oak Street and Birch Street.

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2533** adopting an ordinance requiring gun shops to have a video surveillance system.

NEW BUSINESS – RESOLUTIONS

Resolution No. 19-100

WHEREAS, the City has been informed of the desire of an anonymous donor to donate two million five hundred thousand dollars (\$2,500,000) to the Baraboo Public Library conditioned upon the following:

1. That the donor be kept anonymous until the Library Board and the City Council both agree to the terms of the donation, and
2. That the name of the Baraboo Public Library be changed to the “Carnegie-_____ Memorial Public Library;” and

WHEREAS, the Library Board of Trustees agreed to the terms of the donation at the September 17, 2019, regular Library Board meeting; and

WHEREAS, because the donation will be a gift to the Library, the Common Council does not require a formalized agreement between the City and the donor for the Library to accept the gift; and

WHEREAS, the Common Council gratefully and with appreciation gives its approval,

acknowledging the limited legal implications associated therewith, of the Library's acceptance of the donation with the conditions so stated.

NOW, THEREFORE, BE IT RESOLVED that the Common Council hereby joins the Library Board of Trustees in agreeing to the terms associated with the Library's acceptance of a two million five hundred thousand dollar (\$2,500,000) donation that has been offered to the Library.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 19-100** be approved-9 ayes.

Resolution No. 19-101

That the City of Baraboo award the Shared Ride Taxi Service contract, once received and approved to form by the City Attorney, to Abby Vans, Inc. The hourly service rates are as follows:

Year 2020: \$29.30 (Base Period 1 of 2)
Year 2021: \$29.30 (Base Period 2 of 2)
Year 2022: \$29.59 (Option Year 1)
Year 2023: \$29.89 (Option Year 2)
Year 2024: \$30.19 (Option Year 3)

That the taxi vehicles owned by the City of Baraboo be leased to Abby Vans, Inc. for the term of the contract.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 19-101** be approved-9 ayes.

Resolution No. 19-102

THAT the Mayor and City Clerk are hereby authorized to execute a time and expense Agreement with MSA Professional Services, Inc. for annual monitoring at the former City Landfill in the amount of \$16,230 per year for the next three years, 2020 through 2022.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 19-102** be approved-9 ayes.

Resolution No. 19-103

NOW, THEREFORE, BE IT RESOLVED that the Common Council hereby authorizes the Mayor and City Clerk to execute the attached City Administrator Position – Employment Agreement between the City of Baraboo and Kennie Downing upon the passage of this Resolution.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-103** be approved-9 ayes.

Resolution No. 19-104

BE IT RESOLVED that the Common Council hereby authorizes the Mayor and City Clerk to execute the attached City of Baraboo and Three Amigos Property Management, LLC, Pre-Development Agreement upon the passage of this Resolution.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-104** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Kolb, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance**

No. 2534 revising Ordinance §25.10(i)(4) pertaining to bond amounts for Animal at Large violations.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. That Section 25.10(i)(4) of the Municipal Code of the City of Baraboo is hereby amended as follows:
 - (4) Dog or cat at large violations: (§12.13(7)(c), & 9.09 Code) (1719 01/18/94, 2072 01/22/2002)
 - First Offense: \$10.00.
 - Second Offense by same person within 12 months of occurrence date of first offense: \$50.00
 - Third Offense by same person within 12 months of occurrence dates of two prior offenses: \$75.00.
 - Fourth and subsequent violation by same person within 12 months of occurrence dates of prior offenses: \$80.00..
2. Effective Date. The requirements of this ordinance shall go into effect on the date of passage by the Common Council.

COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Alt to convene as a Committee of the Whole to discuss the following:

- Mayor's Budget Message
The Mayor noted that department heads significantly reduced their requested budget items, leaving us with a shortfall of about \$245,234. Because we don't want to be at a point that could affect our essential services, one of our options is raising revenue.
- Finance Director C. Haggard presented the City's current debt capacity
For 2020, there is \$2,772,000 in proposed new debt. Ald. Plautz question the repairs to the Fire Station and Adm. Geick noted that the numbers included are a basic estimate. They did meet with the State Building Inspector to discuss the different options. By the end of the month, they should be prepared to make some additional recommendations for the fire station.

C. Haggard also noted that the borrowing for street projects is \$1.5M for every two-year project schedule.

- Review the proposed 2020 Street Reconstruction Projects, to include Alleys, and Sidewalks
The Mayor and Council reviewed the list of reconstruction projects for 2020.
- Preliminary Budget Summary
The Mayor noted the projected Fund Balance, the Levy, and the assumptions used for the 202 budget.

Dana Sechler explained that the original estimate increase of \$27 per capita was based on a budget that did not include several items such as any vehicle replacement. He feels that in the past they have always run a very lean budget, there has never been any additional funds to build up the reserves. The Ambulance Commission asked about the opportunity to increase the reserves. Based on the numbers presented to the Ambulance Commission, they agreed to compromise with an average increase of \$30 per capita, which results in about \$132,000

being set aside for next year to be put into one of the reserve funds.

Ald. Petty noted that historically, over the past few years, the BDAS has tried to run a fairly lean budget. Over the course of the past few years they have been fortunate enough to get a few grants to purchase some ambulances; however, those grants don't always come along and can be far and few between. Their auditors have noted that they should have about 25% operating costs in an undesignated fund balance. The increase is two-fold in that it will allow for a reserve account and reserve fund for vehicle replacement and allows for some financial catch-up.

Ald. Sloan agreed that the ambulance has been running a lean budget for the past few years and feels that the only way for the ambulance to not run out of money is to levy more.

Ald. Kolb questioned if some of this is uncollectible debt. How much was uncollectible vs uncollected? D. Sechler explained that some debt is considered accepting assignment and the balance of this debt is written off as it is uncollectible. The other debt is forwarded to secondary billings or the individual themselves. D. Sechler does not believe the \$30 increase includes this uncollected debt.

Ald. Kolb also questioned the Cost of Living increase for the ambulance employees. D. Sechler noted that the budget includes a 3% wage increase for 2020. He also explained that there is a staffing shortage of health care workers and in order to retain employees, the wage increase is needed.

Mayor Palm commented that the department heads for the City were required to make some cuts to their budget. The City is capped by state law in what we can levy. It's difficult to have an agency that we rely on for services to be able to come in and request any levy. We are still experiencing a substantial imbalance in our budget and yet the ambulance is requesting an additional \$36,000.

Ald. Sloan questioned what will happen next year with a library that is triple the size of the current library? What are our priorities?

- Update on additional revenue sources as previously directed by Council:
 - a. Special charge for street lighting
 - b. Vehicle Registration Fee
 - c. Premier Resort Tax

The Mayor noted that the Street Lighting and Vehicle Registration fee can be implemented for the 2020 budget. The premier resort tax is also an option but at this time, there are still some questions regarding this and will take longer to develop.

The Street Light Charge should raise \$144,000 and the Vehicle Registration Fee is expected to generate \$187,500. Both of these revenues will offset the budget shortfalls. The Street Light Charge could be included on the quarterly utility bill or as a special charge on the property taxes.

Ald. Kolb would like to see more information on the Premier Resort Tax because this would spread the revenue that we need across the tourist class, which the other two revenue sources do not. He could go along with the Vehicle Registration Fee and Street Light Charge if they were somehow tied to getting the Premier Resort Tax, then these would disappear.

Ald. Plautz requests the City move forward with the Premier Resort Tax. He would like to see a referendum on the April ballot.

Ald. Wedekind noted that in addition to the tourists paying the tax, City residents will be paying the tax year-round.

Moved by Petty, seconded by Wedekind to reconvene into regular session.

Moved by Wedekind, seconded by Ellington to implement Street Light Tax & Vehicle Registration Fee of \$20 per vehicle as discussed in Committee of the Whole. Amended by Kolb to include a sunset clause provision in the event that a Premier Resort tax is passed; amendment agreed to by both Wedekind and Ellington. Motion withdrawn; carried unanimously.

Moved by Wedekind, seconded by Ellington to implement the Street Light Tax pursuant to the conversation that was held during the Committee of the Whole, contingent upon approval of the proposed ordinance that the City Attorney will present to the Finance Committee for recommendation to Council. Motion carried; 1-Nay, Sloan

Moved by Wedekind, seconded by Ellington to implement the Vehicle Registration Fee of \$20/vehicle pursuant to the conversation that was held during the Committee of the Whole, contingent upon approval of the proposed ordinance that the City Attorney will present to the Finance Committee for recommendation to Council. Motion carried; 2-Nays, Sloan, Plautz

ADMINISTRATOR AND COUNCIL COMMENTS – None.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** September, 2019 – Building Inspection, Airport
- **Minutes from the Following Meetings:**

Finance/Personnel Committee – Dennis Thurow Committee Room, #205

September 24, 2019

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, M. Hardy, Rob Nelson

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of September 10, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$381,670.54**. Motion carried unanimously.
- b) **Approve the 2019-2020 Pierce Park Pavilion Lease with South Central Cyclones Hockey Club and waiving rent payments.** M. Hardy noted that this is an annual request for a 6 month lease that runs from October 15th, 2019 to April 14, 2020. Atty. Truman revised the lease to include the High School Hockey Team using the rink under this lease as well; allows the Cyclones Hockey to recoup their costs from the Hockey Team. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve 2020 Parks & Recreation Seasonal Wage Rates** M. Hardy presented the 2020 seasonal rates and noted that the only changes for 2020 are increases to the Office Assist, Civic Center weekend maintenance, and the parks maintenance. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Approve acceptance of \$25,000 from the Don Pierce family in exchange for the naming of field #5 at Pierce Park “Don Pierce Field”** M. Hardy explained that the Baraboo Thunder has been funding field #5; they were approached by the Pierce family with an offer of a \$25,000 donation for improvements to the field with the condition that the field is

named the "Don Pierce Field". This does meet the 1/3 donation policy requirement. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- e) **Award a contract for Taxi Services to Abby Vans effective January 1, 2020.** C. Haggard explained that the shared ride taxi service will expire on December 31, 2019. Following the WI Dept. of Transportation guidelines, we did go out for RFP's. Because the technical score was so close, C. Haggard did not that she requested best and final offers from both vendors. Based on both the technical score and pricing, she is recommending Abby Vans for the 5 year agreement; 2 base years and 3 – 1 year options. Moved by Sloan, seconded by Thurow to recommend Abby Vans to Council for action. Motion carried unanimously.

Informational Items

- City Attorney's report on insurance claims – None.
- Review and discussion of rate of pay for the City's elected officials. Ald. Petty noted that he has brought this before the committee before and would like to bring this up for discussion again. He would like the committee to consider an increase of \$100 per month for elected alderpersons and would like to recommend increasing the Mayor's budget for attending events to \$3600. Ald. Petty feels this would allow the Mayor not use his own finances to attend public events on behalf of the City. The Mayor noted that the budget now includes a line item for this.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:34pm.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting Sept. 17, 2019

Members Present: T. Wickus, S. Brunker, B. Stelling

Member Absent: L. Steffes, S. Fay

Call to Order: Chairman Wickus presided over the meeting, called it to order at 9:07 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Stelling seconded by Brunker, and unanimously carried to approve the minutes of the April 9, 2019 meeting.

Agenda: Moved by Stelling seconded by Brunker, and unanimously carried to approve the agenda as published.

Old Business: None

New Business: Moved by, Fay seconded by Stelling to approve the following marketing items

Creation of Facebook posts and paid boosts to those posts along with Facebook Live posts

Book musicians for 5 Farmer's Market Saturdays starting 09/21/19.

Spend the remaining Image Advertising budget on a combination of a 4th qtr Billboard campaign and WI Public Radio.

2020 Promotions Budget (PROPOSED)

PROPOSED EXPENSES FOR PROMOTIONS

Downton Baraboo Light Parade	\$3,000.00
Downton Baraboo Holiday Advertising	\$2,000.00
Advertising DBI Event Coordinate Support	\$3,000.00
Devil's Lake Advertising	\$1,500.00
Farmer's Market	\$2,000.00
<u>Image Adv Campaign</u>	<u>\$9,000.00</u>
Total	\$20,500.00

Adjournment: Moved by Stelling, seconded by Brunker and unanimously carried to adjourn at 10:05 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) BOARD OF DIRECTOR'S MTG. September 18, 2019

Members Present: S. Fay, N. Marklein Bacher, T. Wickus, S. Brunker, L. Steffes, B. Stelling

Members Absent: H. Kierzek, S. Byberg, T. Sloan

Others Noticed: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:51 PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Wickus, seconded by Brunker and unanimously carried to approve the minutes of August 21, 2019.

Agenda: Moved by Steffes, seconded by Wickus and unanimously carried to approve the agenda as published.

Reports of Officers and Committies

President:

- Lacey resigning from board at end of October and has a list of potential replacements. Potential replacement must be a building owner.

Appearance:

- Met for 2020 budget.

Parking:

- Met for 2020 budget; Retained new contractor for weed removal

Promotions:

- Met for 2020 budget; Discussed social media advertising; Booked musicians for 5 Saturdays of Farmers Markets; Discussed 4th quarter billboard campaign and public radio for 2019

New Business:

- Vouchers:

City of Baraboo	\$	319.58
Willy Deppe-Watering		2,275.00
Baker Tilly		1,600.00
Baraboo Area Chamber of Commerce-Branding Initiative		5,000.00
Farmer's Market – Misc.		63.69

TOTAL: \$ 9,258.27

Moved by Wickus, seconded by Stelling to approve vouchers and unanimously carried.

- **2020 Budget** – Approved budget as amended (See separate sheet) Moved by Wickus, seconded by Stelling.

1. **Next Meeting:** Wednesday, October 16, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Stelling, seconded by Steffes to adjourn at approximately 6:51 p.m.

Baraboo Economic Development Commission Meeting Minutes**September 5, 2019****I. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Chair John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call

Present: Alt, Bowers, Ayar, Caflisch (5:33), Johnson, Mueller (5:35), Palm, Ryan, Taylor, Walczak, Wastlund, White
 Absent: Reppen
 Other: Ed Geick, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented
 Bowers (1); Taylor (2)
 Aye: All via voice vote
 Nay: None

IV. Approve Minutes

Motion to approve the minutes for August 1, 2019
 Palm (1); White (2)
 Aye: All via voice vote
 Nay: None

V. Public Comment

Introduction of new BEDC members Lori Mueller & Laura Walczak

Ms. Walczak gave a brief presentation on the economic benefit of having St. Clare Hospital in the community. She indicated that through a recent independent study, their employment of over 400 people has a total economic impact on the community totally over \$107,000,000. She further indicated that the continued use of the hospital is vital to the community as it serves as a large economic driver. While their main sources of revenue are from Medicare and Dean Health Plan, they continue to serve everyone.

VI. Old Business**a. Updates on Development Activities**

- Dr. Ayar indicated that everything is running well on campus, and that enrollment has a slight decline.
- Mr. Geick indicated the City is working with a potential developer for the 325 Lynn St. site. He also indicated that the City Council met to draft their upcoming goals for 2020. The Council still reviewing the Fire/EMS and Library capital requests. A special audit of the ambulance service has been authorized by the City Council.
- Ms. Mueller gave an update on the impact of the schools on the local economy. She also gave a brief update on the school enrollment and other relevant information.
- Mr. White that the SCDC is scheduling their Fall Forum for November 7, 2019. In addition, the SCDC Housing Postcard will be issued soon. He also gave an update on the Teacher Tours.

- Mayor Palm updated on Plan Commission items, 1208 9th St. has asked for a rezoning. Also, the application to rezone the Wild Apples site was denied. The Mayor also updated on the State transportation funding. And the City is looking at a city wide reassessment in the near future.
- Mr. Taylor said that bank is having a very good year.
- Ms. Caflisch updated on the Chamber activities and how the new staff is moving forward. They are looking at an Oktoberfest for 2020.
- Ms. Ryan updated the committee on their plans for renewable energy and how they are working with Alliant Energy. They are also looking to hold a panel discussion in the near future at the Library.

VII. New Business**a. Consideration and discussion of changing the date and time for the November 7, 2019 meeting**

It was noted that the November meeting conflicts with the SCDC Fall Forum event. SCDC has asked that BEDC change the meeting night to allow for BEDC members to attend.

After reviewing the request, the Commission decided to cancel the November meeting to avoid having to reschedule.

Motion: To cancel the November, 2019 BEDC meeting
Taylor (1); Ayar (2)
Aye: All
Nay: None

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at the Clarion Hotel to see their renovations.

VIII. Commissioner and City Staff comments

Mayor Palm provided a recent article by the Wisconsin League of Municipalities outlining the State Budget.

IX. Adjournment

Motion to adjourn the meeting was made at 6:10 pm.

Wastlund (1); Taylor (2)
Aye: All via voice vote
Nay: None

- **Copies of these meeting minutes are on file in the Clerk's office:**

CDA	9-3-19	CDA Loan Review	9-20-19
Park & Recreation	8-12-19, 9-9-19	Library Board	9-17-19
Ambulance (Special)	7-24-19	Plan Commission	9-17-19

- **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Wedekind, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 8:42pm.

Brenda Zeman, City Clerk